

## **1205 TIME EXTENSIONS**

ADOT form, "Request for an Extension of Contract Time," is used to obtain an extension of contract time (See Exhibit 108.08-1 on 108-19). Either the Resident Engineer or the Contractor can initiate a request for a time extension.

On calendar day contracts, the Resident Engineer may initiate a request for a time extension if he has suspended work for reasons beyond the Contractor's control. (On working day contracts, a time extension would be unnecessary because the suspended days would not be charged.) The Resident Engineer prepares a Request for an Extension of Contract Time using the information contained in the related Stop and Resume Work Orders.

The Contractor may also initiate a Request for Extension of Contract Time, for various reasons. See Section 104.02 and Section 108.08 of the Standard Specifications for justification of an extension.

The Contractor submits a request form explaining the reason for the request, accompanied by a revised construction schedule and any other pertinent supporting information. The request should show the number of days lost for each reason given. Time is computed to the nearest half day for calendar day contracts and to the nearest full day for working day contracts. Identify a new completion date on fixed date contracts. The Resident Engineer analyzes the request and decides whether or not to **recommend** the time extension, bearing in mind that any days already granted to the Contractor on a Weekly Time Report are not to be duplicated on the request for a time extension. The Engineer's recommendations should be detailed and complete, since they are used by others to evaluate the Contractor's request.

The Resident Engineer forwards the request to the District Engineer for signature. The signed original is submitted to Field Reports, who then forwards the request to the FHWA on all Federal Aid projects that are not part of the Certification Acceptance Program. Two fully-executed copies of the request showing the length of the approved time extension, if any, are returned to the Org, one of which the Resident Engineer sends to the Contractor. The Org logs any time extension into the project records in the CPE program, which automatically registers the extension on the Contract Card and the following Weekly Time Reports.